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Central Intelligence Agency



Washington, D.C. 20505

05 JUL 1988

Ms. Charlene Duryea
Director, Public Relations
KRESSCOX ASSOCIATES, P.C.
2909 M Street, N.W.
Washington, D.C. 20007

Dear Charlene:

I received your letter of 2 June 1988; Katy and I were both happy to see you over Memorial Day.

In order to be placed on our bidders mailing list, it is necessary for you to complete the enclosed two forms, i.e., a Solicitation Mailing List Application and Certificate Pertaining to Foreign Interests, which should be filled in and signed by your parent company, and return both of these forms to the address listed below:

Central Intelligence Agency
Office of Logistics
Chief, Procurement Management Staff
Washington, D.C. 20505

Upon receipt of these completed forms and any descriptive literature you may have, the name of your company will be placed on our bidders mailing list. These forms and your literature will be forwarded to those components within the Agency who may have an interest in your architectural planning and interior design services. Should an office have an interest, that component will contact you directly for more information when there is a need or a requirement.

The Agency is most appreciative of this introduction to your company and its services. Katy and I look forward to seeing you again soon.

Sincerely yours,

/s/ William H. Webster

William H. Webster

Enclosures



P-304-11

OL 50711-88



SUBJECT: Letter to Kresscox Associates, Inc.

Distribution:

Orig - Addressee, w/atts
1 - Executive Registry
2 - DDA Registry
1 - OL/PMS Official
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DDA/REG
LOGGED**KRESSCOX
ASSOCIATES, P.C.**
ARCHITECTURE,
PLANNING,
INTERIOR DESIGN2909 M STREET, NW
WASHINGTON, D.C.
20007
202 965 7070JERRILY R. KRESS, AIA, CSI
PRINCIPALDAVID COX, AIA
PRINCIPALCHRISTOPHER A. GRAAE, AIA
SENIOR ASSOCIATE PRINCIPALROBIN L. VASA, AIA
ASSOCIATE PRINCIPAL

2 June 1988

**Judge William Webster
Director
Central Intelligence Agency
Washington D.C. 20505****Re: C.I.A. Architecture, Planning, and Interior Design
Contract Award Procedure****Dear Judge:**

Thank you again for your hospitality at the pool Memorial Day Weekend. It is a rare treat to see both you and Katy! As we discussed, KressCox is very interested in learning how the C.I.A. solicits architectural, planning, and interior design services.

KressCox Associates, P.C. is a female owned small business enterprise providing architecture, planning, and interior design services. The firm has completed a number of Department of Defense contracts acquired through the Commerce Business Daily including projects requiring security clearance.

Please let me know how the C.I.A. selects firms for such projects; where and to whose attention I could submit required government forms and information about KressCox's capabilities; and how KressCox might prove eligible for future contracts.

Thank you. I hope the world's problems are going well for you today.

Sincerely,**KRESSCOX ASSOCIATES, P.C.****Charlene Duryea
Director, Public Relations**DCI
EXEC
REG

SOLICITATION MAILING LIST APPLICATION

1. TYPE OF APPLICATION

☐ INITIAL☐ REVISION

2. DATE

FORM APPROVED

OMB NO.

3090-0009

NOTE—Please complete all items on this form. Insert N/A in items not applicable. See reverse for Instructions.

3. NAME AND ADDRESS OF FEDERAL AGENCY TO WHICH FORM IS SUBMITTED (Include ZIP code)

4. NAME AND ADDRESS OF APPLICANT (Include county and ZIP code)

5. TYPE OF ORGANIZATION (Check one)

☐ INDIVIDUAL☐ NON-PROFIT ORGANIZATION☐ PARTNERSHIP☐ CORPORATION, INCORPORATED UNDER THE LAWS OF THE STATE OF:

6. ADDRESS TO WHICH SOLICITATIONS ARE TO BE MAILED (If different than Item 4)

7. NAMES OF OFFICERS, OWNERS, OR PARTNERS

A. PRESIDENT

B. VICE PRESIDENT

C. SECRETARY

D. TREASURER

E. OWNERS OR PARTNERS

8. AFFILIATES OF APPLICANT (Names, locations and nature of affiliation. See definition on reverse.)

9. PERSONS AUTHORIZED TO SIGN OFFERS AND CONTRACTS IN YOUR NAME (Indicate if agent)

NAME

OFFICIAL CAPACITY

TELE. NO. (Include area code)

10. IDENTIFY EQUIPMENT, SUPPLIES, AND/OR SERVICES ON WHICH YOU DESIRE TO MAKE AN OFFER (See attached Federal agency's supplemental listing and instructions, if any)

11A. SIZE OF BUSINESS (See definitions on reverse)

☐ SMALL BUSINESS (If checked, complete items 11B and 11C)☐ OTHER THAN SMALL BUSINESS

11B. AVERAGE NUMBER OF EMPLOYEES (Including affiliates) FOR FOUR PRECEDING CALENDAR QUARTERS

11C. AVERAGE ANNUAL SALES OR RECEIPTS FOR PRECEDING THREE FISCAL YEARS

\$

12. TYPE OF OWNERSHIP (See definitions on reverse) (Not applicable for other than small businesses)

☐ DISADVANTAGED BUSINESS☐ WOMAN-OWNED BUSINESS

13. TYPE OF BUSINESS (See definitions on reverse)

☐ MANUFACTURER OR PRODUCER☐ REGULAR DEALER (Type 1)☐ CONSTRUCTION CONCERN☐ SURPLUS DEALER☐ SERVICE ESTABLISHMENT☐ REGULAR DEALER (Type 2)☐ RESEARCH AND DEVELOPMENT

14. DUNS NO. (If available)

15. HOW LONG IN PRESENT BUSINESS?

16. FLOOR SPACE (Square feet)

A. MANUFACTURING

B. WAREHOUSE

17. NET WORTH

A. DATE

B. AMOUNT

\$

18. SECURITY CLEARANCE (If applicable, check highest clearance authorized)

FOR

TOP SECRET

SECRET

CONFIDENTIAL

C. NAMES OF AGENCIES WHICH GRANTED SECURITY CLEARANCES (Include date)

A. KEY PERSONNEL

B. PLANT ONLY

CERTIFICATION — I certify that information supplied herein (Including all pages attached) is correct and that neither the applicant nor any person (Or concern) in any connection with the applicant as a principal or officer, so far as is known, is now debarred or otherwise declared ineligible by any agency of the Federal Government from making offers for furnishing materials, supplies, or services to the Government or any agency thereof.

19. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN (Type or print)

20. SIGNATURE

21. DATE SIGNED

INSTRUCTIONS

Persons or concerns wishing to be added to a particular agency's bidder's mailing list for supplies or services shall file this properly completed and certified Solicitation Mailing List Application, together with such other lists as may be attached to this application form, with each procurement office of the Federal agency with which they desire to do business. If a Federal agency has attached a Supplemental Commodity list with instructions, complete the application as instructed. Otherwise, identify in Item 10 the equipment supplies and/or service on which you desire to bid. (Provide Federal Supply Class or Standard Industrial Classification Codes if available.) The application shall be submitted and signed by the principal as distinguished from an agent, however constituted.

After placement on the bidder's mailing list of an agency, your failure to respond (submission of bid, or notice in writing, that you are unable to bid on that particular transaction but wish to remain on the active bidder's mailing list for that particular item) to solicitation will be understood by the agency to indicate lack of interest and concurrence in the removal of your name from the purchasing activity's solicitation mailing list for the items concerned.

SIZE OF BUSINESS DEFINITIONS

(See Item 11A.)

a. Small business concern—A small business concern for the purpose of Government procurement is a concern, including its affiliates, which is independently owned and operated, is not dominant in the field of operation in which it is competing for Government contracts and can further qualify under the criteria concerning number of employees, average annual receipts, or other criteria, as prescribed by the Small Business Administration. (See Code of Federal Regulations, Title 13, Part 121, as amended, which contains detailed industry definitions and related procedures.)

b. Affiliates—Business concerns are affiliates of each other when either directly or indirectly (i) one concern controls or has the power to control the other, or (ii) a third party controls or has the power to control both. In determining whether concerns are independently owned and operated and whether or not affiliation exists, consideration is given to all appropriate factors including common ownership, common management, and contractual relationship. (See Items 8 and 11A.)

c. Number of employees—(Item 11B) In connection with the determination of small business status, "number of employees" means the average employment of any concern, including the employees of its domestic and foreign affiliates, based on the number of persons employed on a full-time, part-time, temporary, or other basis during each of the pay periods of the preceding 12 months. If a concern has not been in existence for 12 months, "number of employees" means the average employment of such concern and its affiliates during the period that such concern has been in existence based on the number of persons employed during each of the pay periods of the period that such concern has been in business.

TYPE OF OWNERSHIP DEFINITIONS

(See Item 12.)

a. "Disadvantaged business concern"—means any business concern (1) which is at least 51 percent owned by one or more socially and economically disadvantaged individuals; or, in the case of any publicly owned business, at least 51 percent of the stock of which is

owned by one or more socially and economically disadvantaged individuals; and (2) whose management and daily business operations are controlled by one or more of such individuals.

b. "Women-owned business"—means a business that is at least 51 percent owned by a woman or women who are U.S. citizens and who also control and operate the business.

TYPE OF BUSINESS DEFINITIONS

(See Item 13.)

a. Manufacturer or producer—means a person (or concern) owning, operating, or maintaining a store, warehouse, or other establishment that produces, on the premises, the materials, supplies, articles, or equipment of the general character of those listed in Item 10, or in the Federal Agency's Supplemental Commodity List, if attached.

b. Service establishment—means a concern (or person) which owns, operates, or maintains any type of business which is principally engaged in the furnishing of nonpersonal services, such as (but not limited to) repairing, cleaning, redecorating, or rental of personal property, including the furnishing of necessary repair parts or other supplies as part of the services performed.

c. Regular dealer (Type 1)—means a person (or concern) who owns, operates, or maintains a store, warehouse, or other establishment in which the materials, supplies, articles, or equipment of the general character listed in Item 10, or in the Federal Agency's Supplemental Commodity List, if attached, are bought, kept in stock, and sold to the public in the usual course of business.

d. Regular dealer (Type 2)—In the case of supplies of particular kinds (at present, petroleum, lumber and timber products, machinery, tools, raw cotton, green coffee, hay, grain, feed, or straw, agricultural liming materials, tea, raw or unmanufactured cotton linter and used ADPE), Regular dealer means a person (or concern) satisfying the requirements of the regulations (Code of Federal Regulations, Title 41, 50-201.101(a)(2)) as amended from time to time prescribed by the Secretary of Labor under the Walsh-Healey Public Contracts Act (Title 41 U.S. Code 35-45). For coal dealers see Code of Federal Regulations, Title 41, 50-201.604(a).

- **COMMERCE BUSINESS DAILY**—The Commerce Business Daily, published by the Department of Commerce, contains information concerning proposed procurements, sales, and contract awards. For further information concerning this publication, contact your local Commerce Field Office.

CERTIFICATE PERTAINING TO FOREIGN INTERESTS	TYPE OR PRINT ALL ANSWERS	FORM APPROVED OMB NO. 0704-0024 EXP. DATE: MAR 31, 1987
<u>PENALTY NOTICE</u>		
<p><u>PENALTY</u> - Failure to answer all questions, or any misrepresentation (by omission or concealment, or by misleading, false or partial answers) may serve as a basis for denial of clearance for access to classified Department of Defense information. In addition, Title 18, United States Code 1001, makes it a criminal offense, punishable by a maximum of five (5) years imprisonment, \$10,000 fine, or both, knowingly to make a false statement or representation to any Department or Agency of the United States, as to any matter within the jurisdiction of any Department or Agency of the United States. This includes any statement made herein which is knowingly incorrect, incomplete or misleading in any important particular.</p>		
<u>PROVISIONS</u>		
<p>1. This report is authorized by the Secretary of Defense pursuant to authority granted him by E.O. 10865. While you are not required to respond, your eligibility for a facility security clearance cannot be determined if you do not complete this form. The retention of a facility security clearance is contingent upon your compliance with the requirements of DoD 5220.22-M for submission of a revised form as appropriate.</p> <p>2. When this report is submitted in confidence and is so marked, applicable exemptions to the Freedom of Information Act will be invoked to withhold it from public disclosure.</p> <p>3. Complete all questions on this form. Answer each question in either the "Yes" or "No" column. If your answer is "Yes" furnish in full the complete information under "Remarks".</p>		
QUESTION	YES	NO
1. Do foreign interests own or have beneficial ownership in 5% or more of your organization's securities?		
2. Does your organization own any foreign interest in whole or in part?		
3. Do any foreign interests have positions, such as directors, officers, or executive personnel in your organization?		
4. Does any foreign interest control or influence, or is any foreign interest in a position to control or influence the election, appointment, or tenure of any of your directors, officers, or executive personnel?		
5. Does your organization have any contracts, agreements, understandings or arrangements with a foreign interest(s)?		
6. Is your organization indebted to foreign interests?		
7. Does your organization derive any income from Communist countries or income in excess of 10% of gross income from non-Communist foreign interests?		
8. Is 5% or more of any class of your organization's securities held in "nominee shares," in "street names" or in some other method which does not disclose the beneficial owner of equitable title?		
9. Does your organization have interlocking directors with foreign interests?		
10. Are there any citizens of foreign countries employed by or who may visit your facility (or facilities) in a capacity which may permit them to have access to classified information (exclude cleared immigrant aliens in answering this question)?		
11. Does your organization have any foreign involvement not otherwise covered in your answers to the above questions?		

DD FORM 441s
1 SEP 76

PREVIOUS EDITIONS ARE OBSOLETE

REMARKS (Attach additional sheets, if necessary, for a full detailed statement)

CERTIFICATION

I CERTIFY that the entries made by me above are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

WITNESS:

DATE CERTIFIED

By

CONTRACTOR

TITLE

ADDRESS

NOTE: In case of corporation, witnesses not required but certificate below must be completed. Type or print names under all signatures.

NOTE: Contractor, if a corporation, should cause the following certificate to be executed under its corporate seal, provided that the same officer shall not execute both the agreement and the certificate.

CERTIFICATE


I, _____ certify that I am the _____ of the corporation named as Contractor herein; that _____ who signed this certificate on behalf of the Contractor, was then _____ of said corporation; that said certificate was duly signed for and in behalf of said corporation by authority of its governing body, and is within the scope of its corporate powers.

(Corporate Seal)

SIGNATURE AND DATE

ROUTING SLIP

TO:

		ACTION	INFO	DATE	INITIAL
1	DCI		X		
2	DDCI				
3	EXDIR				
4	D/ICS				
5	DDI				
6	DDA	X			
7	DDO				
8	DDS&T				
9	Chm/NIC				
10	GC				
11	IG				
12	Compt				
13	D/OCA				
14	D/PAO				
15	D/PERS				
16	D/Ex Staff				
17					
18					
19					
20					
21			X		
22					

SUSPENSE _____
Date _____

Remarks To # 6: Please draft response for
DCI's approval.

STAT

Exec 

8 Jun 88

Date

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KRESSCOX
ASSOCIATES, P.C.
ARCHITECTURE,
PLANNING,
INTERIOR DESIGN

2909 M STREET, NW
WASHINGTON, D.C.
20007
202 965 7070

JERRILY R. KRESS, AIA, CSI
PRINCIPAL

DAVID COX, AIA
PRINCIPAL

CHRISTOPHER A. GRAAE, AIA
SENIOR ASSOCIATE PRINCIPAL

ROBIN L. VASA, AIA
ASSOCIATE PRINCIPAL

2 June 1988

Judge William Webster
Director
Central Intelligence Agency
Washington D.C. 20505

Re: C.I.A. Architecture, Planning, and Interior Design
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Sincerely,

KRESSCOX ASSOCIATES, P.C.

Charlene Duryea

Charlene Duryea
Director, Public Relations



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